

**MAIL
CLERK
GS-0305-04**

DISTRIBUTION

INTRODUCTION

This position is located in the Distribution Branch, Airfield Support Division, Facilities Management & Airfield Support Department, NAS Lemoore. The purpose of the position is to provide mail service to the station department and its tenant activities and provide locator assistance for military personnel.

DUTIES

Provides U.S. and guard mail distribution and collection services for the station and tenants, and provides postal directory service for military attached to or based at the Station.

- 40% -- Collects, sorts, and delivers U.S. and guard mail.
 - 15% -- checks military personnel in or out when they report for duty or are transferred.
 - 10% -- Answers telephone and gives information concerning the location of individual military personnel.
 - 8% -- Provides on-the-job training to mail clerks.
 - 7% -- Maintains an accurate and up-to-date directory service for locating military personnel.
 - 5% -- Makes quarterly inspections of all mail rooms to ensure proper handling procedures are being followed as required by the Postal Manual.
 - *Maintains a file of personnel authorized to pickup mail and ensures that only those authorized personnel are permitted to receive mail.
 - *Coordinates pickup and delivery of mail for squadrons that are leaving or returning from cruises or deployment.
 - *Surveys U.S. and Navy postal instructions to ensure proper operation of the Postal Directory.
 - *Implements contingency plan in the event of a Postal Strike.
 - *Responsible for truck maintenance.
 - *Writes mail instructions.
 - *Responsible for answering questions concerning postal problems, both domestic and international.
 - *Ensures prompt and efficient delivery of the mail.
 - *Ensures thorough preparation of PS Form 3849 (Delivery Notice)
- (1) All these duties assigned 15%.

1. KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of the organization structure to be able to process incoming and outgoing mail.

Knowledge of postal regulations and organizational administrative regulations applicable to processing all types of mail.

Knowledge of postal regulations and procedures in order to perform the quarterly postal inspections required.

2. SUPERVISORY CONTROLS

The immediate supervisor is the Admin Department's Support Services Supervisor, who is located in an area away from the Postal Directory. Assignments are performed independently and virtually unsupervised according to established procedures and previous experience. Refers only unusual or unprecedented problems to the supervisor. Work is reviewed on the basis of results achieved.

3. GUIDELINES

Guidelines are available, but employee must exercise judgement in selecting the most appropriate ones and determining this application to specific mail problems.

4. COMPLEXITY

The work involves various mail and mail processing duties. An accurate chain of receipts is crucial to proving of accountable mail and must be kept for at least two years.

5. SCOPE AND EFFECT

To provide efficient, prompt mail and postal directory services to the Station and tenant commands. Failure to do so could be detrimental to daily operations.

6. PERSONAL CONTACTS

Contacts include telephone inquiries from all levels of personnel and other agency officials in various operating elements. Contacts local regional U.S. and Navy postal authorities. Extreme tact is required when dealing with the public to assure customers that their mail is being handled carefully.

7. PURPOSE OF CONTACTS

To provide factual information related to mail handling and processing. To furnish location of military and civilian personnel. To contact postal authorities to discuss or verify specific postal regulations and to solve postal problems.

8. PHYSICAL DEMANDS

Requires substantial walking and standing and lifting pouches and packages.

9. ENVIRONMENT

Work is performed in a mailroom with adequate lighting, heating, etc.

10. CLEARANCE

Secret clearance required.